



## SPECIAL EVENT LICENSE PROCEDURES

City of Bremerton  
Tax & License Division  
345 6<sup>th</sup> Street, Ste 600  
Bremerton, WA 98337  
(360) 473-5311

**Complete the Special Event Application and submit it along with the application fee of \$100 to the Tax and License Division at least three (3) weeks prior to the event date. Incomplete applications will not be accepted. The following documents must be included at time of application:**

- ☐ A certificate of insurance in the amount of \$500,000 combined single limit bodily injury and property damage for the specific event listing the City of Bremerton as additional insured and endorsement if the event is on City Property. The endorsement is known as an Additional Insured Endorsement. Acceptable forms of endorsement are CG 20 12 or CG 20 26 or equivalent. See sample endorsement forms attached. For any activity of substantial risk that cannot be covered directly under the Sponsor's insurance, a certificate of insurance and endorsement will be required from the participating vendor in addition to current proof of inspection from the Department of Labor and Industries.
- ☐ A list of all participants in the event who are selling a product, advertising or generally engaging in business. All food vendors must be permitted by the Kitsap Health District.
- ☐ Detailed map with route highlighted, including directional arrows if appropriate and/or setup plan showing the location of all tents, vendors, kids' rides, beer gardens, exits/entrance, etc. Also, include a copy of the event flyer/poster/notice.
- ☐ If the Special Event will require street closures or use of street lanes, the Street Closure Information form must be filled out for each closure and included with your application.
- ☐ If the Special Event will take place on City Park property, a Park Reservation form must be submitted to the Parks Department. Additional fees will apply. Include a copy of the completed park reservation form with your event application.

NOTE: Any arrangements for power, street closures, barricades, traffic control or public safety will be made directly with the Police/Fire/Street/Electrical departments by the Sponsor after the application has been submitted. Per BMC 5.36.020 the City reserves the right to charge any sponsor of a special event direct costs incurred by the City as the result of the event.

Applicants that require temporary power box(s) (Spider Box(s)) and cables must obtain an L&I permit (per L&I code) for temporary power supply. It is also the requirement and responsibility of the applicant to have L&I inspect the temporary power supply (Spider Box(s)) and cables prior to the event. Scheduling the inspection with L&I (360) 4515-4000 at least 72 hours prior to the event is required.

**OPTIONAL: A video PSA (Public Service Announcement) of 30-60 seconds to be aired on BKAT is available for an additional \$25.00 (to be paid with the application fee).**

Event applicant will provide digital pictures or video of the event. BKAT will add voice and graphics and air the PSA a minimum of 6 times per week – 2 weeks prior to your event. Applicant will receive a complimentary copy.

**We must receive the info and all digital images three weeks prior to the event**

Please contact Charleen Burnette ([charleen.burnette@ci.bremerton.wa.us](mailto:charleen.burnette@ci.bremerton.wa.us)) or

Jon Rauch ([jon.rauch@ci.bremerton.wa.us](mailto:jon.rauch@ci.bremerton.wa.us)) or at BKAT (360) 308-0139.

**If you have any questions, please contact Tax & Licensing at (360) 473-5311.**

NOTE: This is a sample Additional Insured Endorsement.

Your insurance broker will need to provide a copy of the Additional Insured Endorsement along with your Certificate of Liability Insurance naming the City of Bremerton Additional Insured.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s)**

*City of Bremerton  
345 6<sup>th</sup> Street Ste. 600  
Bremerton WA 98337*

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

NOTE: This is a sample Additional Insured Endorsement.

Your insurance broker will need to provide a copy of the Additional Insured Endorsement along with your Certificate of Liability Insurance naming the City of Bremerton Additional Insured.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 12 07 98

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

**State Or Political Subdivision:**

*City of Bremerton  
345 6<sup>th</sup> Street Ste. 600  
Bremerton WA 98337*

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**Section II – Who Is An Insured** is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:

- a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



## Special Event Application

Tax & License Division  
345 6th Street, Ste 600  
Bremerton, WA 98337  
(360) 473-5311

APPLICATION  
FEE IS \$100

ADDITIONAL \$25  
FEE FOR BKAT  
PSA (OPTIONAL)

SPONSORING ORGANIZATION \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

SPECIAL EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_

PLACE \_\_\_\_\_ SETUP/TAKE DOWN \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

BRIEF DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPCTED. ATTACH A MAP SHOWING THE FOLLOWING:

- |   |                                |
|---|--------------------------------|
| 1. All streets and sidewalks used               | 2. Road closures desired       |
| 3. 20 ft. fire lane placements on blocked roads | 4. Placement of vendor booths  |
| 5. Placement and sizes of tents and canopies    | 6. Placement of stages         |
| 7. Placement of children's games and rides      | 8. Placement of demonstrations |

*The licensee agrees to defend, indemnify and hold harmless the City, its appointed and elected officials and employees, from and against any and all liability, loss, costs, damages and expenses, including costs and attorney fees in defense thereof because of actions, claims or lawsuits for damages resulting therefrom, sustained or alleged to have been sustained by any person or persons and on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the licensed event.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Fee \_\_\_\_\_

Receipt # \_\_\_\_\_

#### FOR OFFICE USE ONLY

BKAT	<input type="checkbox"/>	Date _____	Approve <input type="checkbox"/> Deny <input type="checkbox"/>
Cen Com	<input type="checkbox"/>		
Conference Center	<input type="checkbox"/>	COMMENTS _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
DCD	<input type="checkbox"/>		
Electronics	<input type="checkbox"/>		
Engineering	<input type="checkbox"/>		
Fire Department	<input type="checkbox"/>		
Gambling Commission	<input type="checkbox"/>		
Health District	<input type="checkbox"/>		
Kitsap Transit	<input type="checkbox"/>		
Liquor Control Board	<input type="checkbox"/>		
Parking Enforcement	<input type="checkbox"/>		
Parks Dept	<input type="checkbox"/>		
Patrol Division- Police	<input type="checkbox"/>		
Risk Management	<input type="checkbox"/>		
Streets	<input type="checkbox"/>		
WSDOT	<input type="checkbox"/>		

YES NO

**1 Will there be a parade / run / walk / cycle ?**

--	--

If yes, describe the proposed route below, list start/finish times, specify if sidewalks will be used.

▷ Attach a map highlighting the route, include directional arrows.

---



---



---

**2 Will there be a festival / street fair / market / block party / BBQ / pancake breakfast ?**

--	--

If yes, please provide the following:

▷ Attach a map showing the location of vendors, entrances and exits.

▷ A complete list of participating vendors including phone numbers at least three (3) days prior to the event.

**(a) Will there be food vendors?**

--	--

*Note: All Food Vendors must obtain proper Health District permits prior to event.*

**3 Will there be a stage?**

--	--

If yes, please list the contractor's name & phone number, and stage placement & size.

---



---

City Property ☐ Private Property ☐

**(a) Will there be participation by the Public on the stage?**

--	--

**4 Will there be tents or canopies?**

--	--

If yes, complete tent application form and submit with this application.

Below provide the contractor's name and phone number, and placement and size.

*Note: The Fire Code requires permits and approvals for canopies (open on all sides) in excess of 700 square feet (which includes the aggregate square footage of all canopies within 12 feet of each other), and tents (closed on one or more sides) that exceed 400 square feet (again, the aggregated square footage).*

---



---

City Property ☐ Private Property ☐

**5 Will children be participating in this event?**

--	--

**(a) Will there be children's rides? (Pony Rides, Dunk Tank, Bouncy House)**

--	--

If yes, identify the vendor, describe each ride and list the location. *Vendor's Certificate of Insurance naming the City as additional insured and endorsement are required. Current proof of inspection by Dept. of Labor & Industries may be required. Attach forms with this application.*

---



---



---

**6 Will there be amusement games?**

--	--

If yes, identify the vendor, describe each game and list the location. *Insurance may be required.*

---



---

**(a) Do you have Gambling Commission Approval?**

--	--

YES NO

**7 Will there be demonstrations (wrestling, gymnastics, dancing, petting pens, etc.)?**

--	--

If yes, list each demonstrator and phone number. *Insurance may be required.*


City Property ☐ Private Property ☐

**(a) Will there be participation by the Public in the demonstrations?**

--	--

**8 Will you be using a City Park?**

--	--

If yes, identify park and attach a copy the Parks Reservation form.

▷ Attach a detailed map indicating how area will be used and location of all vendors.


**9 Will there be marine events?**

--	--

If yes, explain below and attach a detailed map listing locations used including landings used.


**10 Will there be liquor sales / Beer Garden / Wine Bar?**

--	--

If yes, list license holder(s) and describe activity. *Liquor liability insurance naming the City as additional insured is required in addition to Liquor Control Board approval. Provide copy of catering license and letter to LCB. Attach forms.*

▷ Attach a detailed map showing the location of all beer garden/wine tasting areas.


**11 Do you have insurance coverage?**

--	--

**Note: You are responsible for submitting a copy of your insurance and endorsement naming the City as additional insured. Acceptable forms of endorsement are CG 20 12 or CG 20 26 or equivalent.**

List your insurance agent and phone number below. Attach forms with this application.


**12 Will any of the above mentioned events take place after dusk?**

--	--

If yes, list below.

--

**13 Will your event require Police support for security?**


**Will your event require Police support for traffic control?**

If you have selected yes to either of the above questions, BPD will contact you for details.

*Note: Off duty officer services are billed at a minimum of 3 hours. Services are arranged thru the BPD and the rates will be discussed at that time.*

--	--

---

--	--

---

--	--

---

--	--


--	--

--	--

[illegible]

# ***Bremerton Fire Department Fire Marshal's Office***

Construction Assistance Bulletin

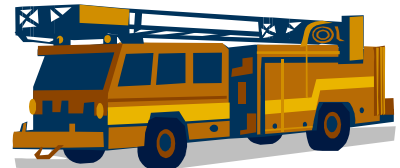
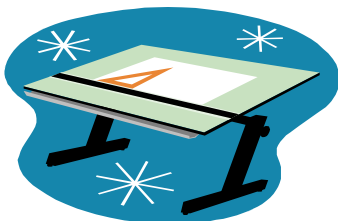
## **TENTS MEMBRANE STRUCTURES**

A permit is required for tents and membrane structures in excess of 400 square feet.

**Exception:** Tents less than 700 square feet and are open on all sides.  
Items required to issue a permit.

**Please provide the following information.**

1. A clear site plan (outside the tent) showing:
  - a. Overall size of the tent (including guy wires/ropes)
  - b. Distance (in feet) to adjoining structures or significant obstructions.
  - c. Location of the nearest fire hydrant
  - d. Location of associated parking
  - e. Generator or other power location and route into the tent
  - f. Location of all streets (w/ street names)
  - g. Location of property lines
2. A clear floor plan (inside the tent) showing:
  - a. Location and size of exits
  - b. Location of fire extinguishers
  - c. The arrangement of all furniture and equipment
  - d. Location of fire extinguishers
3. A separate site/floor plan showing evacuation routes and assembly area in the event of an emergency.
4. A detailed statement describing the activities to be conducted in the structure.
5. A completed City of Bremerton Tent Application





***Bremerton Fire Department  
Fire Marshal's Office***

Construction Assistance Bulletin

**TENTS  
APPLICATION**

Primary Contact:\_\_\_\_\_

Email of Primary Contact:\_\_\_\_\_

Phone of Primary Contact:\_\_\_\_\_

Length of time the tent will be up\_\_\_\_\_ (max 180 days)

Date tent will be erected:\_\_\_\_\_

Is this an air supported/air inflated structure:   yes   no   not sure

Total number of tents being erected or arranged by this applicant:\_\_\_\_\_

Will an "open flame" of any type be used within the tent:   yes   no

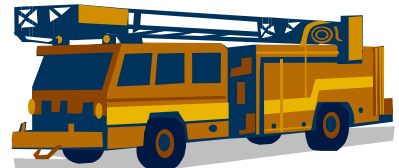
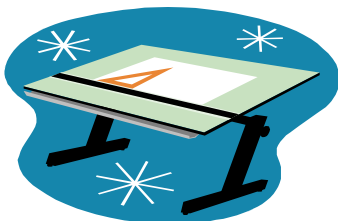
Date fabric was treated with flame retardant solution.\_\_\_\_\_

Trade Name of chemical used in treatment:\_\_\_\_\_

Name of testing agency and standard by which the fabric was tested.\_\_\_\_\_

How will the tent be heated:\_\_\_\_\_

Will there be motor vehicles in the tent:   yes   no





# PARKS & RECREATION

680 LEBO BOULEVARD • BREMERTON, WA 98310-5841

TEL: 360.473.5305, FAX: 360.473.5882 • [www.ci.bremerton.wa.us](http://www.ci.bremerton.wa.us)

*"Committed to Enriching Life in Bremerton"*

## PARK AND SHELTER RESERVATION FORM

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Date(s): \_\_\_\_\_ Day(s): ☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Organization/Group: \_\_\_\_\_

Activity Type: \_\_\_\_\_

Representative/Person in Charge: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will you be selling merchandise or services or collecting fees? Yes / No If yes, for what purpose? \_\_\_\_\_

### SHELTER(S) REQUESTS (Please check all that apply):

<b>Evergreen Park:</b>	<input type="checkbox"/> Main Shelter 1 (Max. 100)	<input type="checkbox"/> Shelter 2 (Max. 25)	<input type="checkbox"/> Shelter 3 (Max. 25)	<input type="checkbox"/> Shelter 5 (south end) (Max. 25)	<input type="checkbox"/> Shelter 6 (Max. 25)
<input type="checkbox"/> Lions Park Shelter (Max. 80)	<input type="checkbox"/> Blueberry Park Shelter (Max. 50)	<input type="checkbox"/> Lent Landing (Max. 25)	<input type="checkbox"/> N.A.D. Park (Max. 25)		

**NOTE: If you arrive and a group is using your area and refuses to leave, call 911, state that it is not an emergency, and request assistance.**

### PARK FACILITY USE REQUESTS (Please check all that apply):

<input type="checkbox"/> Bataan Park	<input type="checkbox"/> East Park	<input type="checkbox"/> Forest Ridge Park	<input type="checkbox"/> Haddon Park	<input type="checkbox"/> Kitsap Lake Park
<input type="checkbox"/> Kiwanis Park	<input type="checkbox"/> Lions Park (excluding shelter)	<input type="checkbox"/> Manette Park	<input type="checkbox"/> Warren Ave. Park	
<input type="checkbox"/> Louis Mentor Boardwalk	<input type="checkbox"/> Harborside Fountain Park	<input type="checkbox"/> Other: _____		

I certify that I am the authorized representative of the organization listed above and that the above statements are true. I agree for myself and for the organization named above to supervise all activity on the premises, and to comply with and enforce the City of Bremerton Parks & Recreation rules (attached) during the time allocated for use by our organization. I agree for myself and for the organization above to comply with the fee schedule governing permit users of the Bremerton Parks & Recreation Department. The Bremerton Parks & Recreation Department may immediately terminate this Agreement if the organization fails to comply with its promise to supervise all activity and to comply and enforce facility rules and regulations.

### HOLD HARMLESS AGREEMENT

I hereby agree and contract, in consideration of the acceptance of this application, to follow this agreement to the fullest extent. I hereby waive and release, for myself, executors and administrators, any and all claims against the City of Bremerton and agree to hold harmless the City of Bremerton, its officers, employees, agents, representatives, successors, volunteers, or assigns from any and all claims, including the cost of their defense, which may be made for damages and/or injury to property or persons occasioned by any cause arising as a result of, or in connection with my/our participation in the rental of City of Bremerton Parks & Recreation facilities.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.**

Signature

Print your name

Official Capacity with Organization

Phone Number

Date

**RULES AND REGULATIONS ON BACK**

## RULES AND REGULATIONS FOR USE OF PARK SITES AND SHELTERS

**PARK HOURS:** Sunday through Saturday – 8:00 AM to dusk unless posted

The City of Bremerton and Bremerton Parks & Recreation Department's existing and future special events and programs have priority use.

Reservations are accepted for parks and shelters beginning on January 1<sup>st</sup> and may be made no less than five (5) working days prior to the event. Reservations requested within five days are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, religious or political events). Special Event permitting may take 3-4 weeks to process. For more information, contact City of Bremerton Tax & License Office: (360) 473-5311.

A completed reservation form and full payment are required to confirm your reservation date, time and location. Reservations are first come, first served. Reservations may be completed by phone. Phone reservations require payment by credit card and a completed, signed form to be faxed to 360-473-5882. Reservation will be confirmed through return fax of your receipt by staff.

A deposit may be required depending on the size and type or activity or event.

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision.

Cancellations of reservations made 30 or more days prior to the event date receive an 80% refund. Cancellations made 29 days or less prior to the event receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees. No refunds are made for cancellation due to inclement weather.

The noise level in the facility and surrounding area shall be in compliance with BMC 6.32.110. Failure to comply immediately ends the rental. *(Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the source is too loud.) Use of amphitheater requires a \$100.00 non-refundable fee for power due upon submission of park reservation request.*

All City of Bremerton ordinances and policies are enforced. No Alcohol is allowed in buildings, parking lots, or park grounds.

No smoking is allowed in the facilities. Groups are not allowed to conduct religious or political meetings or other assemblies in a park without first obtaining a permit from the City of Bremerton. Failure to comply could lead to immediate termination of the rental.

The City may require additional requirements of the applicant, such as security, barricades, garbage bins, traffic and parking control, portable toilets, etc.

Removal, destroying, or damaging any tree, shrub, flower, or structures is prohibited and carries a fine. Posting signs for commercial advertising or selling food, refreshments, services or merchandise within a park without permit or contract with Bremerton Parks & Recreation is illegal.

Car parking at Evergreen Park: The middle row of parking (red designated stalls) is reserved for vehicles with boat trailers only. All others will be cited and/or towed at the owner's expense. BMC 10.11.010-H

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any future use.

Bremerton Parks & Recreation will make every effort to see that the facility is in good condition for the renter. However, due to circumstances including vandalism, it cannot guarantee the facility's condition. The rental group is responsible for leaving parks and shelters in the same (or better) condition found. Garbage is to be placed inside garbage cans.

The Parks & Recreation Department is not responsible for any items left or lost by the rental party.

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations may result in denial of any future use.

### FOR OFFICE USE ONLY

☐ Approved ☐ Denied By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \$ \_\_\_\_\_ ☐ Cash ☐ Check# \_\_\_\_\_ ☐ Credit Card Receipt# \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ ☐ Cash ☐ Check# \_\_\_\_\_ ☐ Credit Card Receipt# \_\_\_\_\_

Deposit Refund Approved/ Processed By: \_\_\_\_\_ (Note: Refund may take 10-14 days to process and will be sent to payee.)

Refund Sent To: \_\_\_\_\_ Voucher #: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: BRING A COPY OF YOUR RECEIPT AND RENTAL APPLICATION TO THE PARK AT THE DAY OF YOUR EVENT.**

**CITY OF BREMERTON  
PUBLIC WORKS STREET CLOSURE INFORMATION**

**TO:** CITY OF BREMERTON  
\_\_\_\_\_

**FROM:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_

**FAX:** (360) 473-5398  
**PHONE:** (360) 473-2323

**FAX:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**WORK SCHEDULED FOR THE WEEK OF:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(STARTING DATE) (ENDING DATE)

**What street is closed/restricted:** \_\_\_\_\_  
INCLUDE WHAT TYPE (St., Ave., Pl., Ct. & directionals NE, SW, etc.)

**From what cross street:** \_\_\_\_\_  
INCLUDE WHAT TYPE (St., Ave., Pl., Ct. & directionals NE, SW, etc.)

**To what cross street:** \_\_\_\_\_  
INCLUDE WHAT TYPE (St., Ave., Pl., Ct., etc. & directionals NE, SW, etc.)

**Days of the week:** \_\_\_\_\_  
(e.g. Monday-Friday / Tuesday – Thursday / etc.)

**Work Hours:** **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(e.g. 7:30 a.m. to 4:00 p.m.)

**What type of restriction:** \_\_\_\_\_  
(e.g. 1 lane closed intermittently / road closed / no public access / alternating traffic, etc)

**Type of work:** \_\_\_\_\_  
(e.g. asphalt overlay / water main installation / culvert repair / paving, etc)

**Other remarks or information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit completed form to:  
E-mail [linda.fulton@ci.bremerton.wa.us](mailto:linda.fulton@ci.bremerton.wa.us)  
Or by fax at 360 473-5398

**BY Thursday 10:00 AM PRIOR TO THE WEEK THAT THE WORK IS TO BE DONE.**  
(If you have any questions, please contact 473-2323)

## Street Closure (Business/Resident Approval)

If you are closing/blocking Streets during your event, you must notify the Businesses/Residents who will be affected by the closures prior to the event. Use this form or submit a copy of the letter/notice you will be sending out.

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

## STREETS CLOSED:

---

### Notification and Approval of street closure from Business/Resident

**directly affected by above street closures:** In order to avoid parking issues during the above mentioned event, those businesses and residents that will be directly impacted by the requested street closures must be made aware of the date and times of the closures. This way any foreseeable issues can be brought to the attention of the event sponsors and resolved prior to the event. (Attach additional pages as necessary)

Address:

Business Name:

Date Notified:

Approval:

[illegible]